



Exam Accommodations for Students with Disabilities

UBC Vancouver is committed to ensuring that students with disabilities are able to complete their coursework within the term if possible. However, the Centre for Accessibility (CfA) will not be conducting any in-person exams for the 2020 Summer Sessions. UBC Okanagan faculty should refer to the [UBCO exam accommodations](#)¹ website as recommendations may differ.

Students requiring exam accommodations will be asked to continue to use Clockwork to book their exams following the standard procedure. Instructors or Department staff will be responsible for implementing most accommodations for online exams. CfA staff will review all exam bookings and work with instructors to arrange more complex accommodations.

Instructors will receive an automated confirmation message 7 days before the exam with information and instructions on issues to consider when providing accommodations for online exams.

Implementation of exam accommodations

The following items should be considered when preparing exams for students who may require accommodations.

1. **Extra time allowance.** If you are implementing time limits for assessments or exams, you will need to adjust this for students who require accommodations. Instructions are available for [extending time in Canvas Quizzes](#)² and instructors requiring further assistance should email exam.coordinator@ubc.ca.
2. **Private space or distraction-reduced environments.** As the Centre for Accessibility will not be conducting any in-person exams this term, students will be responsible for finding a suitable space to write the exam.
3. **Alternative formats of exam content.** The Centre for Accessibility already provides e-text and audio versions of course materials and exams through a secure site. As is currently the case, Braille will be contracted out to a company with high security standards. You will be contacted by the Centre if a student requires alternate format materials. If you know a student in your course will require this accommodation, email a word version (.doc) of your exam to exam.coordinator@ubc.ca.
4. **In-person support.** Some students require in-person support, such as a scribe or mobility assistant. The Centre for Accessibility will address these needs on a case by case basis.
5. **Adjusted start time.** Some students will need to write exams at specific times of day due to the impact of their disability or on-going medical condition. Instructors may be required to

¹ <https://students.ok.ubc.ca/academic-success/disability-resources/covid19/>

² <https://community.canvaslms.com/docs/DOC-13053-4152276279>



allow access to an exam earlier than the scheduled start time. Students with this accommodation will be asked to sign a confidentiality agreement. For additional information, contact exam.coordinator@ubc.ca.

6. **Use of Spellcheck as an accommodation.** Spellcheck will not function fully in Canvas on Lockdown or in Proctorio. Students eligible for this accommodation will only see red underlines. Please allow for spelling errors without penalty if you require students to use Lockdown or Proctorio.
7. **Take-home exams.** The accommodation of extended time does not apply in these cases, as students typically have multiple days to complete the exam. Students who believe they need further time allowances should connect with their advisor as they do under normal circumstances.

Will online learning technology platforms accommodate my students' needs?

CANVAS

Canvas is not compatible with the adaptive technologies required by many students with disabilities. Instructors with students requiring this accommodation will be contacted by the Centre for Accessibility. Students will write a computer based exam with live invigilation provided by the Centre for Accessibility using Zoom. Instructors will be required to provide a readable PDF or word version of the exam. Details regarding the process for invigilation will be provided to instructors.

PROCTORIO

Proctorio is not compatible with the adaptive technologies required by many students with disabilities. Instructors with students requiring this accommodation will be contacted by the Centre for Accessibility. Students will write a computer based exam with live invigilation provided by the Centre for Accessibility using Zoom. Instructors will be required to provide a readable PDF or word version of the exam. Details regarding the process for invigilation will be provided to instructors.

Proctorio is also incompatible with many accommodations required by students with disabilities. For example, students with chronic health conditions may require frequent access to a washroom or the ability to move positions during exams. In other cases, students may have rituals or routines associated with their disability or their coping strategies and will be extremely anxious to have their instructor or TA invigilate their exam.

To address concerns the following measures have been agreed upon by the Associate Deans – Academic at UBC Vancouver:

1. The Centre for Accessibility will invigilate Proctorio and other video enabled exams for students requiring the following accommodations:



- Close proximity to a washroom
 - Private space
 - Ability to move around the room
2. Alternative platforms or arrangements will be required for students when it is not possible to provide the appropriate accommodations through Canvas, Proctorio, or other selected software. Instructors will be contacted by the Centre for Accessibility to explore options.
 3. [Academic Concession](#)³ will be made where no immediate solution exists.

Please email info.accessibility@ubc.ca for assistance.

ASSISTANCE WITH LEARNING TECHNOLOGY PLATFORMS

We recognize that a wide variety of online platforms are being used by programs and instructors across campus. Please email info.accessibility@ubc.ca for assistance and Centre for Accessibility staff will assess the accessibility of these platforms.

Where can I get more information?

- One-on-one assistance for exam accommodation set up is available from the Centre for Accessibility Exam Coordinators. Please email exam.coordinator@ubc.ca if you require assistance.
- Complex issues not addressed in the present document should go directly to the Accessibility Advisor listed on the Accommodation Letter provided to the instructor at the beginning of term.
- Review tips from the Centre for Accessibility on [accommodating students with disabilities](#)⁴.
- Learn about making [digital content and media accessible](#)⁵
- Read more about UBC's policy on [Academic Accommodation for students with disabilities](#)⁶.

A Guide from UBC's Keep Teaching Website (keepteaching.ubc.ca)

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³ <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,329,0,0#26562>

⁴ <https://facultystaff.students.ubc.ca/student-engagement/centre-accessibility/accommodating-students-disabilities>

⁵ https://wiki.ubc.ca/images/5/5b/UBC_Accessibility_Handout.pdf

⁶ <https://facultystaff.students.ubc.ca/sites/facultystaff.students.ubc.ca/files/policy73.pdf>